



# POLICE OFFICER - LATERAL

**Salary Range: \$51,022.40 - \$78,790.40**

## **Starting Salary**

0 to 9 months experience	- \$24.53/hr (\$51,022.40)
10 months to 4 years experience	- \$26.05/hr (\$54,184.00)
4 to 5 years experience	- \$27.12/hr (\$56,409.60)
5 to 6 years experience	- \$28.51/hr (\$59,300.80)
6 to 7 years experience	- \$29.97/hr (\$62,337.60)
7+ years of experience	- \$31.50/hr (\$65,520.00)

**A Police Officer - Lateral** is an experienced Arizona peace officer who is not required to attend the Mesa Police Academy and is assigned to a Field Training Officer upon being hired. A Police Officer - Lateral must successfully complete the Field Training Program. The length of training will be dependent on an incumbent's performance as determined by the police training staff.

**A Police Officer Lateral - Out of State** is an experienced peace officer who is hired at the Police Officer Recruit starting salary while studying for, and taking, the waiver exams for Arizona certification. Upon successful completion of the waiver exams, the position will be criteria based promoted to the position of Police Officer - Lateral.

**HOW TO APPLY:** Complete and submit the on-line application by no later than Thursday, September 22, 2016. **Please note: Human Resources reserves the right to close positions without prior notification. Notifications, reminders, and invitations will mainly be sent via e-mail. Please make sure the email address on your application is valid and checked frequently.**

Print, complete and notarize the background questionnaire packet. The background questionnaire must be completed, notarized, and returned by Thursday, September 29, 2016 at 5:00 p.m. If mailed, the questionnaire must be postmarked by September 29, 2016. Mailing Address: Mesa Police Hiring Unit, Mesa Police Department Main Station, PO Box 1466, Mesa, AZ 85211. Questionnaires may be dropped off in person to: Mesa Police Department Main Station, Attn: Mesa Police Hiring Unit, 130 N. Robson, Mesa, AZ. **Please note: Human Resources reserves the right to close positions without prior notification.**

## **SELECTION PROCEDURES**

### **Background Packet Questionnaires - deadline Thursday, September 29, 2016**

The background questionnaire must be completed, notarized, and returned by Thursday, September 29, 2016 at 5:00 p.m. If mailed, the questionnaire must be postmarked by September 29, 2016. Mailing Address: Mesa Police Hiring Unit, Mesa Police Department Main Station, PO Box 1466, Mesa, AZ 85211. Questionnaires may be dropped off in person to: Mesa Police Department Main Station, Attn: Mesa Police Hiring Unit, 130 N. Robson, Mesa, AZ. Lobby hours for the Mesa Police Department Main Station are Monday - Friday, 8:00 a.m. to 5:00 p.m.

### **Physical Fitness Test – Monday, October 24, 2016**

Applicants will not be considered for the physical fitness test unless they have submitted an online application and background questionnaire. The physical fitness test is designed to evaluate a candidate's overall physical condition. The physical fitness test will consist of the following:

- Sit-ups 31 within one minute
- Push-ups 29 within one minute
- 1.5 mile run Completed within 15 minutes and 20 seconds

**Firearms Assessment - Monday, October 24, 2016**

The Firearms Assessment will be administered to those candidates who successfully pass the physical fitness test.

**Selection Interview - October 25, 2016 – October 27, 2016 (Out of State Candidates ONLY)****Dates to be determined (In State Candidates)**

Interviews will be conducted on an as needed basis depending on the number of applicants. Applicants will be contacted with specific interview dates. Applicants who pass the selection interview process will be placed on a list of eligible applicants.

**Background Interview/Polygraph - October 25<sup>th</sup> – October 27<sup>th</sup> (Out of State Candidates ONLY)****Dates to be determined (In State Candidates)****Additional testing:**

Candidates extended a conditional job offer will be given a psychological evaluation and a medical examination attesting that no condition exists that would adversely affect the ability to perform the duties of a Police Officer. Candidates must also pass a drug screen and may be required to pass a second physical fitness test.

**Other:**

Candidates who are hired must successfully complete the Mesa Police Department Field Training Program.

If an applicant requires "Reasonable Accommodation" in the testing process, the applicant must submit a "Reasonable Accommodation Form" to the Human Resources Office a minimum of five days before the testing process begins. An applicant can contact City Human Resources for additional information.

The City of Mesa considers each applicant for City employment only on the basis of his or her qualifications for the job and without regard to race, color, religion, gender, marital status, age, disability, national origin, or any other non-job-related factor.

City Policy allows the hiring of relatives of current City employees into the same departments as the currently employed relative. However, no employee may directly supervise a relative. Council appointed Board and Commission members will not be allowed to have a relative hired into a department where the Board member may have possible authority. Relatives of City Council members and/or relatives of Department Managers will not be employed in any City department.

**TESTING PREFERENCE POINTS:** Applicants claiming Veteran's Preference must submit a **copy** of their DD214 form showing the discharge status on the day of the selection interview. Applicants claiming Disabled Preference must be able to provide documentation of their disability.

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## Minimum Requirements for Hire

**Citizenship:** Applicants must be United States citizens.

**Age:** At least 21 years of age by graduation from Police Academy. No upper age limit.

**Education and Experience:** Requires graduation from high school or GED. Completion of college-level courses in criminal justice is desirable.

**Background Investigation:** Undergo a complete Background Investigation that meets the standards of AZPOST

**Medical Examination:** Undergo a complete medical examination that meets AZPOST standards.

**Vision:** As outlined by AZPOST, vision is acceptable if it is 20/20 uncorrected or 20/20 or better corrected by glasses. If vision is uncorrected at 20/80 or better, and can be corrected to 20/20 by use of glasses or hard contacts, it is acceptable. If vision is uncorrected at 20/200, it must be corrected to 20/20 with soft contacts. An eye examination by an optometrist of the City's choice will be required prior to appointment. Radial keratotomy may be accepted once visual acuity is stabilized.

**Bilingual Skills:** (English/Spanish) are highly desirable.

**Felonies:** Applicants may **NOT** have been convicted of a felony or any offense that would be a felony if committed in Arizona. Applicants must not be under any indictment for any felony in any state or jurisdiction.

**Military Service:** Applicants may not have **dishonorably** discharged from the United States Armed Forces.

**License:** Must possess an Arizona Class D Driver's License by hire date. No license or registration suspensions within the last 3 years from the date of reinstatement from the suspension.

**Drug Standards:** Prior to appointment or attending an academy, an applicant shall meet the following minimum qualifications.

### Marijuana

1. Not have illegally sold, produced, cultivated, or transported for sale marijuana
2. Not have illegally used marijuana for any purpose within the past three years
3. Not have illegally used marijuana other than for experimentation

### Dangerous Drugs

1. Not have illegally sold, produced, cultivated, or transported for sale a dangerous drug or narcotic
2. Not have illegally used a dangerous drug or narcotic, other than marijuana, for any purpose within the past seven years
3. Not have illegally used a dangerous drug or narcotic other than for experimentation
4. Not have a pattern of abuse of prescription medication

**The illegal use of marijuana, or a dangerous drug or narcotic is presumed to be not for experimentation if:**

1. The use of marijuana exceeds a total of **20** times or exceeds **5** times since the age of 21 years
2. The use of any dangerous drug or narcotic, other than marijuana, in any combination exceeds a total of **5** times, or exceeds **1** time since the age of 21 years

For additional information please see AZPOST website at [www.azpost.gov](http://www.azpost.gov).

**Driving:** Due to the nature of the position, driving is required to perform the duties of a Police Officer. Factors which could prohibit a candidate from moving forward in the testing process include:

1. Loss of license due to driving violation points
2. Two Chargeable accidents within the previous 36 months
3. DUI conviction within the previous 36 months

**Police Officers are required to work irregular hours, shifts, weekends, holidays, and evenings.**

# Police Officer Lateral Applicant Checklist

The following checklist indicates items required at the selection interview and background interview. The required items at the selection interview **must be** presented at the interview or the applicant will not be allowed to interview. The required items listed for the background interview **must be** presented at the time of the interview. For additional information, please check the Mesa Police Department website [www.mpdjobs.com](http://www.mpdjobs.com).

## **Required Items at Selection Interview**

## **Required Items at Background Interview**

____ Present original valid driver's license or Passport (if no driver's license available)	____ Certified copy of Birth Certificate
____ Copy of DD214 (if applicable) <b>Please present this at the selection interview if you would like to receive veteran's preference points</b>	____ Certified and sealed High School transcripts (may be mailed directly to the MPD Hiring Unit)
	____ If applicable, Certified and sealed college transcripts (may be mailed directly to the MPD Hiring Unit)
	____ Copy of your Social Security card (Both front and back)
	____ Copy of any Naturalization Citizenship paperwork (if applicable)
	____ Copy of driver's license (or Passport if no driver's license available)
	____ Original or certified copy of AZPOST Peace Officer Certification (In-state candidates)
	____ Original or certified copies of all law enforcement related training certificates
	____ Copies of last two performance appraisals
	____ Training resume that includes all training, assignments and supervisor's names from current and former employment as a peace officer.



Dear Applicant:

The Mesa Police Hiring Unit would like to take this opportunity to thank you for your interest in a position with our organization. We would like to emphasize to you the importance of being both truthful and complete when filling out the required application forms.

Applicants are often disqualified by the Police Hiring Board because required information is not included on the background questionnaire or because investigators later determine that incorrect information has been entered on the form. Please take extra care to be factual and thorough when completing the questionnaire so that you do not find yourself in such a situation.

While one generally attempts to "put his or her best foot forward" when completing a traditional job resume, completion of the background questionnaire requires a different approach. The necessity for you to be accurate and complete when answering each of the questions asked cannot be over emphasized. We would like to encourage each of you to take the necessary time now to properly complete the forms so as to avoid any problem in the future.

Thanks again for your interest and good luck in the hiring process.

Sincerely,

Mesa Police Hiring Unit